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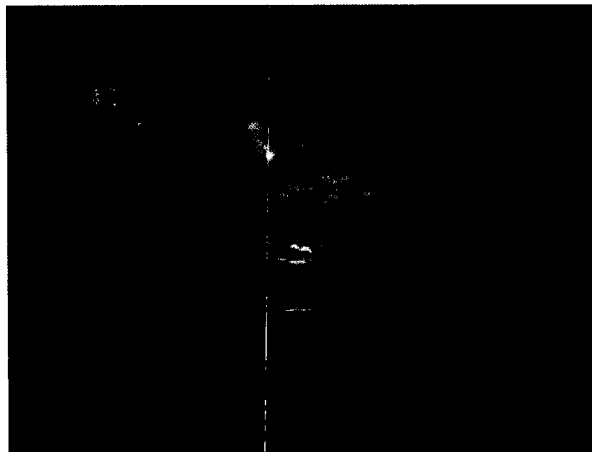
# Publications Review Board

"Helping You Honor the Oath"

## (U) Retirement Basics

Posted on **August 11, 2015**

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(U) If you're preparing to retire, there are a bevy of things to complete before you head out of door. Don't forget that contacting the PRB is one of them. Even if you are not planning on writing a book, remember that the Agency's prepublication obligation extends to many kinds of material, including resumes, articles, blogs, and even obituaries, if they relate to the CIA, intelligence, foreign relations, or information you had access to during the course of your employment.

(U) A few PRB tips as you prepare for retirement:

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- **(U) Job-Hunting?** Submitting a resume to the PRB is a regular part of the Agency's Career Transition Program, but you don't have to be enrolled in CTP to submit a resume to the PRB. Keep in mind that the PRB is not a resume-writing service – we only review your documents for classification.
- **(U//~~FOUO~~) Your prepublication obligation is life-long:** Your relationship with PRB doesn't end after your last day at work. You must still submit applicable material to the PRB before publication (sharing information with others), even after you retire or separate from the Agency (see AR 13-10 for more information on the policy). Before your separation date, please ensure that you have the PRB's contact information and are familiar with submission procedures.

- **(S//NF) Allow plenty of time for the review:** Officers with long and diverse careers often submit documents that require coordination with multiple offices or other agencies. Other administrative changes,  (b)(1)  
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 may impact the speed at which we can return completed reviews. As a rule, it is best to allow **at least 30 days** before your retirement date for PRB review. It is helpful to provide the PRB with a specific due date or your retirement date to expedite reviews. If your access to IT systems will end or be interrupted before your actual retirement date, please verify that the PRB has your current contact information so that you can be reached with questions or the results of a review.

- **(S//NF) Manage Your Cover Status:** While the PRB does not administer the Agency's Cover Program, end-of-career cover changes often significantly impact the kind of material the PRB can approve for individual officers, particularly in resumes. Be sure to familiarize yourself with the cover management resources available from the Global Deployment Center, and keep the PRB aware of any relevant issues.  Let us know so we can appropriately process the review.

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(U) If you have specific questions for the PRB as your approach retirement, please don't hesitate to contact us – we're happy to help!

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